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BOARD -- Please comment to me or Rita
(2468) by Noon Wed. 21 June. VJB

Draft
17 June 1972

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Semi-Annual Report of Records Management Board--Final.

1. This report is for your information only.
2. During these final six months this original Records Management Board, of the senior Records Officers representing each Directorate, continued to focus its primary attention in two areas: a. the reduction of records volumes and b. the strengthening of microfilm activities in their Directorates.
3. The efforts to control the records volume resulted in our concluding the fourth fiscal year with a net reduction in the Records Center. During FY 1972 the Center accessioned _____ cubic feet and was instructed to destroy or transfer _____ feet for a net volume decrease of _____ feet. Since the Board was created in July 1968 its Records Purge effort resulted in the removal of _____ feet from the Records Center which is _____ % of the volume on hand initially. (This complied with Col. White's request to dispose of half the Center's holdings.) (During that same 1968-1972 period we accessioned _____ feet of new records. We concluded the Purge with an overall net reduction of _____ feet.)
4. Other accomplishments related to the volume control includes:
 - a. In its 30 April 1969 report the Board recommended installing motorized shelving to increase the capacity of the Records Center. In May 1972 this project was completed for a net increase of _____ feet in the Center's shelf capacity.

We also acquired [REDACTED] and converted it for another _____ feet of records storage capacity.

- b. More than half the Agency Records Retention Plans have been completed in this reporting period. These Plans identify the permanent records and specific "Offices of Record" responsible for them. Plans for all of the offices in the DCI area and the Support and Science and Technology Directorates are complete. All but two Offices in the DDI are complete. A revised draft was sent to DDP for final coordination where they are developing a system to automate their office of record and retention listings.
- c. The Board actively supported efforts to establish the Agency Archives. Our ad hoc plans, procedures, and deposits can be fully absorbed into the new formalized Archives.
- d. Component Records Officers Agencywide have accepted the Board's plan to limit the annual net growth at the Records Center. The first year just concluded is well below the net 1,000-foot targets. A monthly report of volume gains and losses monitors the flow and provides advance warning of adverse growth trends. The DDI member completed a study which estimates an acceptable net accumulation by that Directorate for the next five years.

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- e. The Board Members continued to insist that Records Officers tighten the file retention time periods in components of the Agency. In this reporting period the Control Schedules for more than 700 different Office files in 22 components have been revised. Since the Board was established in 1968 some 2,280 scheduled items were reviewed and revised as part of the purge effort.
- f. To ensure control of records volumes on the office side of the storage problem, requisitions for file equipment have been reviewed. In this reporting period justifications were screened on requests for _____ pieces of file equipment valued at \$ _____ and for _____ secure areas involving \$ _____ and _____ square feet of office space.

5. Another major recommendation in the Board's 30 April 1969 report was for the Agency to embark on a massive microfilm campaign. The Board members have stimulated microfilming efforts in all components. The growing results were summarized in the Board's 5 November 1972 special report to you. In this reporting period the microfilm campaign had these additions:

- a. The DDP has upgraded its Microfilm Section to a Branch status because of the increasing requirement for microphotography. A TDY team is in [REDACTED] working on a microfische system. A Development Complement has been established in DDP to train new Records Officers in microfilm systems and other elements

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of the Records Program.

b. ~~In~~ DDS the conversion of files to microfilm continues to eliminate hundreds of feet of records in the Offices of Finance, Communications, and Training. Pilot projects are underway to test microfilm applications in the Security and Medical files. The Cable Secretariate transfer from DCI to Office of Communications involved a much reduced volume of records because of the 700 cubic feet eliminated by the recent filming of all Cables. The Support Services Staff continues to furnish microfilm training Agencywide, review equipment and systems requests, and has plans to enlarge its Microfilm Branch.

c. The DDS&T and DDI have established new microfilm application in

6. The fourth item recommended by the Board's report of 30 April 1969 was for increased top management support of the overall Records Program and senior officer involvement in the selection of qualified Records Officers to implement the Program in the components. This Board anticipates the new senior officer Records Management Board and your new Special Assistant for Information Control will satisfy that proposal.

7. Having successfully completed its charter assignment to reduce the volume in the Records Center as well as developing additional Program improvements this Board closes its books wishing the new Board well with

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the unending problems of Information and Records control.

[REDACTED]

Chairman

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